		Policy Number	Applicability
STATE OF IOWA		IO-SC-06	⊠ IDOC
DEPARTMENT OF CORRECTIONS		10 30 00	□ свс
POLICY AND PROCEDURES		Policy Code	Iowa Code Reference
		Confidential	904
Chapter 3	Sub Chapter	Related DOC Policies	Administrative Code Reference
INSTITUTIONAL	SECURITY AND	IO-SC-01, IO-SC-20,	
OPERATIONS	CONTROL	IO-SC-03, IO-SC-07,	N/A
		PP-BS-03, IO-SE-01,	
		IO-SE-06, IS-SH-02	
Subject		ACA Standards	Responsibility
SECURITY OPERATIONS		4-4173, 4-4174,	Sheryl Dahm
		4-4175, 4-4200	Diann Wilder-
			Tomlinson
		PREA Standards	
		115.18(b)	
<u> </u>		Effective Date	Authority
		ZIICCGVC DUCC	Jerry Bartruff
		May 2015	Director
			Signature on file at
			Iowa DOC

I. PURPOSE

This policy describes selected security operations necessary for the proper functioning of the Iowa Department of Corrections (IDOC) institutions.

II. POLICY

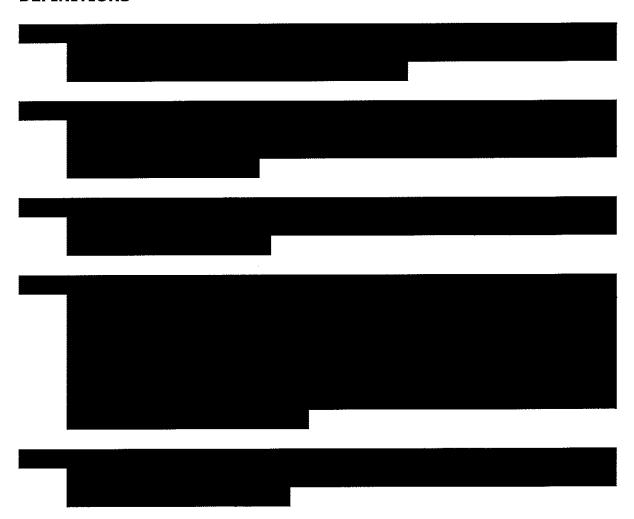
It is the policy of the IDOC to operate and maintain systems and practices that control access to and within the institution, manage institutional communications, provide for effective response to alarms, monitor movement and activity, account for and distribute security equipment in order to maintain safety and security.

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A. General

- B. Control Posts
- C. Security Equipment
- D. Master Control
- E. Housing Unit Control Center
- F. Living Unit Control Desk
- G. Tower
- H. Security Doors/Locking Systems
- I. Surveillance and Detection Systems

III. DEFINITIONS



- G. Security Equipment As defined in this policy, any item/equipment that is monitored, issued and intended for staff use only.
- I. See IDOC Policy **AD-GA-16** for additional Definitions.

IV. PROCEDURES

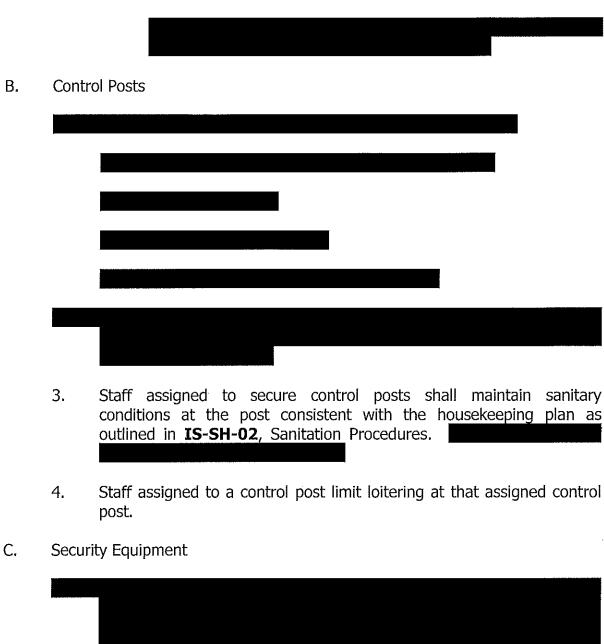
- A. General
 - 1. The selected security operations addressed in these procedures shall be consistent with and incorporated into the institution's security management program required in **IO-SC-01**, Management of the Security Program.
 - 2. The following selected policies shall address items identified in this policy:
 - a. **PP-BS-03**, Maintenance Program
 - Equipment such as facsimile devices, photocopiers, teletype devices, and radio chargers shall be maintained in ready working order, and any issues regarding maintenance shall be reported.
 - ii. Staff shall promptly report deficiencies in security doors and locking systems.



- iv. Staff shall report any problems with the recording equipment.
- b. **IO-SE-01**, Fire and Life Safety Program Master Control and other control posts are responsible for initiating or activating the emergency response plan.

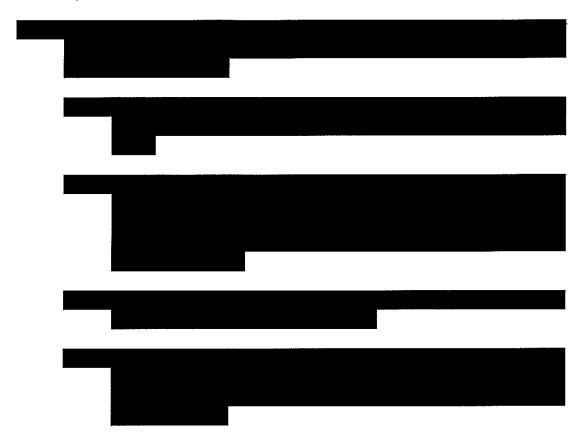
IO-SC-03, Logs and Other Record-keeping Systems Control posts shall prepare and maintain accurate logs i. Logs and records may be compiled and submitted ii. electronically where such systems are in place. Each institution shall maintain accurate and complete III. logs and other records to document the use of security systems. Security system inventories are documented in the Post iv. Log Book at designated posts. The Shift Supervisor shall decide the course of action when discrepancies with inventories cannot be resolved. Records are kept for all security devices issued to staff or assigned to posts.

C.





The procedures may be outlined in this policy or in **IO-SC-20**, Shift Operations.

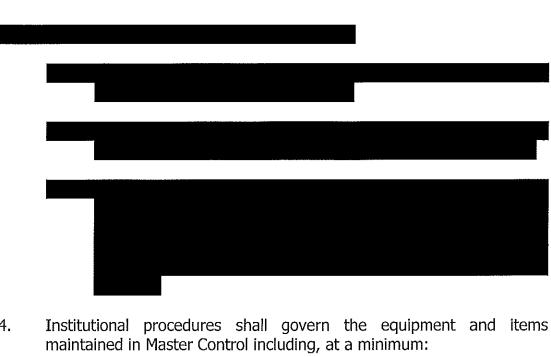


3. Security equipment may be removed from the institution only when needed for official duties of staff. Any exception must be approved by the Associate Warden of Security.

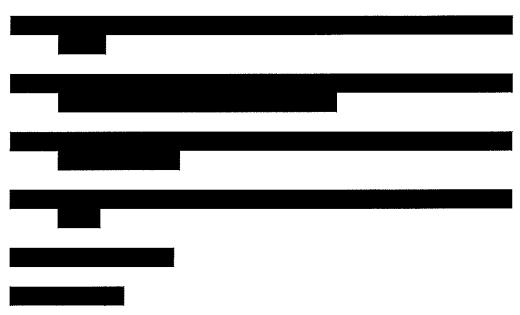


D. Master Control





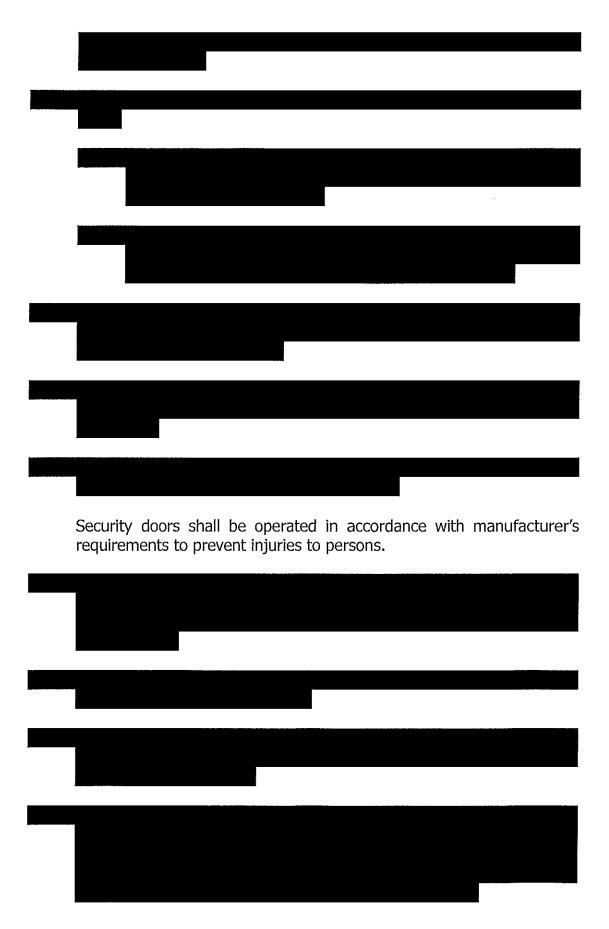
4.



- Enclosed control posts provide for immediate access to a toilet and 5. washbasin. Where toilet facilities are not within the control center, institutions shall outline the process in institutional procedures.
- E. Housing Unit Control Center



	3.	Institutional procedures shall govern the equipment and items maintained in Housing Unit Control Center including, at a minimum:
F.	Living	Unit Control Desk
	2.	Institutional procedures shall govern the equipment and items maintained at a Living Unit Control Desk including, at a minimum:
G.	Tower	
Н.	Securi	ity Doors/Locking Systems



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I. Surveillance and Detection Systems

